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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

FROM : Chief, Basic School

SUBJECT: Highlights of 1954 - Basic School

DATE: 20 December 1954

1. So far as we are concerned, the creation of the Basic School, as part of the OTR reorganization, is a major highlight of 1954. But since it is assumed that the Director will comment on the reorganization as a whole, I will limit my comments to the following developments concerning programs and people.

2. Program Activities

a. Basic Orientation reached its peak attendance in session #12, 1 - 19 November, with 125 people enrolled. This was the largest class registered for study in the R and S Auditorium during the past three years.

b. The Intelligence Products Exhibit, an integral feature of BOC, improved significantly in size, quality, and drawing power during 1954. Old displays were revised; new panels were made; and attendance increased to approximately 300 people per showing. Of particular significance was the growing interest in the Exhibit displayed by senior officials of the Agency, as evidenced by visits by many Office Directors, General Cabell, and the Clark Committee.

c. A course in Basic Management for middle levels of the Agency, GS 11-15, was begun in January by Dr. ██████████. It 25X1A9a gained acceptance rapidly and became a solid success. Its value was attested by comments from throughout the Agency, and it has become clear that this program represents a substantial contribution to OTR's activity.

d. As the Management Course got under way, Miss ██████████ 25X1A9a began to design a course in Basic Supervision for the "Chiefs" who are closest to the "Indians," the first-line supervisors. This course has been running monthly since September, and has established itself as a very valuable and desirable feature of the Management Training program.

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e. Clerical training expanded into new fields this year with two offerings of a special course in typing, exclusively for professional and administrative people whose jobs call for a little typing skill. One "beginner" enrolled in the course was a GS-15, and the average was about GS-10. Mrs. [REDACTED] with Mrs. [REDACTED] A9a

and Miss [REDACTED] as required, got up early enough to be in the classroom at 0700 every morning for two six-week periods. Such devotion to duty is not astounding, since they work in OTR; what was astounding is the fact that most of the students were also in the classroom at that hour, on their own time, banging away at their typewriters. The students pronounced themselves vastly pleased with the results.

f. The Operations Support Course was extended by an additional week on Tradecraft, with results which are generally agreed to be quite satisfactory.

g. A new course, Introduction to Tradecraft Terminology, was prepared and presented twice to WE personnel. It is now available to any customers who may be interested.

h. An Administrative Refresher Course was planned in complete detail, and is ready for presentation.

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i. Three Agency Orientation Courses were conducted for a total of [REDACTED] people, including 66 from other IAC agencies.

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j. A total of [REDACTED] people attended the weekly Induction Course, including 299 from other IAC agencies.

k. An impressive number of briefings, special programs, lectures, and presentations outside the Agency, were conducted by Mr. [REDACTED] for a varied list of key U. S. and foreign officials and a number of schools and professional groups.

3. People

The whole staff of the Basic School deserves a word of praise for the good work that was done during 1954. In addition to this general endorsement, I believe that special mention should be made of the following:

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a. [REDACTED] of BOC staff. His energy, resourcefulness, and tireless attention to the details of arrangements contributed in large measure to the success of the Intelligence Products Exhibit.

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b. [REDACTED] His ideas, enthusiasm, and vigor, plus his demonstrated professional competence, gave Management Training a "shot in the arm" and led to the successful establishment of the Basic Management Course.

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c. [REDACTED] For her admirable work in initiating and conducting the Basic Supervision Course.

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d. [REDACTED] His ideas, energy, and devotion to duty have made this contribution to our training programs this year worthy of special commendation.

[REDACTED]

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